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22 MAR 1974

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Office of Personnel Report -
Week Ending 22 March 1974

1. Summer Interns: Of the 52 Summer Interns in process, eight have already been fully cleared. This includes the first black student ever cleared for the program.

2. Co-op Program:

a. The second of our two co-op students from Grambling College was cleared this week.

b. The Coordinator for Cooperative Programs briefed the vice-president and five deans at Catholic University on 19 March about the procedures, advantages and problems in establishing a co-op program.

c. The Office of Current Intelligence has drafted its co-op work program to be used in recruiting minority students.

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3. Technical Recruitment:

recruiter, and Office of Communications, reported a very successful recruitment program at the Oklahoma State Career Conference for technical graduates at Oklahoma City last week. They interviewed 25 electronic technicians, of whom 13 appeared as fine candidates and were given application papers.

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4. Position Management:

a. In the survey of the Office of Finance, during the week all positions in the Monetary Division and most of the positions in the Commercial Systems and Audit Division were audited. About two-thirds of the Certification and Liaison Division were completed.

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b. [REDACTED]
left the United States on 18 March to begin the South American portion of the WH field survey. We anticipate that this survey will take about five weeks.

5. Upward Mobility: We now have fifteen applications in process for the upward mobility program.

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6. Personnel Conference: This week the Director of Personnel sent a memorandum to Personnel Careerists informing them of the April Personnel Conference [REDACTED]

7. Automated Data: The following tasks for implementation of Phase I of STAFFING and PERSIGN/PERSTEP were completed:

a. All dictionaries for Phase I were completed, proofed and corrected.

b. Flow charts for WGI Holds and Delinquents were completed.

c. Specifications for conversion of PERCON transactions were completed.

d. Printed supplies of the new Form 261A, Staffing Complement Change Authorization Worksheet, were received and delivered to Position Management and Compensation Division. The form will be used for early experimentation and testing of the upcoming STAFFING system application.

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8. Naval Reserves: [REDACTED]

[REDACTED] from Military Personnel Branch visited Captain Berton R. Otto, Assistant Chief of Naval Personnel for Naval Reserves this week concerning the Agency's Naval Reserve Unit. Captain Otto is responsible for reorganizing the Naval Reserves in line with current requirements within the Department of the Navy, and his particular interest in our unit stems from the fact that Congress directed the Politico Military Affairs Company 5-2 be phased out by 30 June 1974. Since the Agency unit was selected (as well as others) to be phased out, it became essential to focus on the reasons for having an Agency-sponsored Naval Reserve Unit and how it would fit into the

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overall reorganization of the Naval Reserves. Captain Otto states that he would explore the possibility of having our unit redesignated and placed under supervision of the Naval Intelligence Command.

9. EAA Meeting: The eighth Annual Employee Activity Association Meeting was held in the Headquarters Auditorium on 20 March 1974.

10. External Employment Assistance: Our external employment contacts all reflect a tightening up of the labor market. Hiring activity is at a low level and our outside contacts seem not to be as encouraging as they were formerly.

11. Rehired Annuitants: During the week I approved the following retired annuitant case for the Directorate of Management and Services:

[REDACTED] -- Office of Training --
Independent Contractor -- one-year extension.

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Things to Come --

1. Beginning 25 March, work will begin on moving CEMLOC (the Central Emergency and Locator System) toward implementation, hopefully by September 1974, depending upon the Agency's ability to get certain specialty materials from external Agency contract printers, etc. Implementation of CEMLOC will enable the Office of Personnel and the Office of Communications to consolidate the Agency's various telephone directories, as approved by the Deputy Director for Management and Services on 14 March 1974, and to greatly enhance the coverage, efficiency and processing of the Agency's locator function.

2. Define acceptance testing procedures for PERSIGN. This may take several weeks.

3. Mr. Jack Dunn, Director of Sales for Federal Activities, U. S. Savings Bonds Division, has agreed to be the keynote speaker at the Agency's bond rally in the Headquarters Auditorium on 29 April.

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4. Dr. Samuel Back, Director of Placement and Career Plans, State University of New York at Binghamton, will visit Recruitment Division on 25 March. He will be calling Federal agencies next week to identify employment opportunities for his students. Chief, Recruitment Division and the recruiters who cover Upstate New York will meet with Dr. Back.

5. The Savings Bonds Committee meeting will be held on 10 April in the Director of Personnel's Conference Room. This meeting is to be attended by Directorate representatives.

F. W. M. Janney
Director of Personnel

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